

DICKINSON CONSERVATION DISTRICT BOARD MEETING

Minutes

February 21, 2019

USDA Service Center~ 420 N. Hooper Street, Kingsford, MI

Date Approved: _____ Signed By: _____

1. **Call to Order:** Amanda Nelson called the reorganizational meeting of the DCD Board of Directors to order at 4:30pm. Members in attendance: Bill Rice, Sue Pope, Kristen Gendron, and Sarah Blanzly. Also, in attendance were Amanda Nelson, Lindsay Peterson, and Tom Berndt (left at 5:30).
2. **Annual Board Re-organization:** Nelson called for nominations for Board Chair. Motion made by Pope and support Blanzly for Rice to be Board Chair. Motion moved. Rice took over running the meeting. Peterson called for nominations for Vice Chair. M/S by Pope and Blanzly for Gendron to be Board Vice Chair. Motion carried. Peterson called for nominations for Board Secretary. M/S by Gendron and Pope for Blanzly to be Secretary. Motion carried. Rice called for nominations for Treasurer. M/S by Blanzly and Gendron for Pope to be Treasurer. Motion carried.
3. **Approval of Agenda:** Blanzly moved and Gendron supported the Agenda with the following corrections 8a. Letter of Support, 8b Letter of resignation from Pat Peterson, 8c Board meeting dates, 12c credit cards, 13 c solid waste management meeting. Motion carried.
4. **Public Comment:** N/A
5. **Consent Agenda:** The Consent Agenda included the following items: Minutes of 1/15/19 Mtg; Annual Meeting Minutes of 01/19/19; Special Board meeting Min of 01/25/19; General Operations Report, Food Technician, and MAEAP report for December 2018. Moved by Pope and Blanzly supported. Motion moved.

Old Business

1. *Components of Governance:* N/A

New Business:

2. Mileage Rates: Motion to adopt a .58 mileage rate for both personal and district vehicles. Gendron moved and Blanzly supported. Motion carried.
3. Purchasing Policy: Nelson presented a draft copy of a Purchasing Policy for the Board to review. Board decided to table the policy until Jacob Lynch has time to review.
4. A. Letter of support. Nelson presented a copy of a letter to support the Menominee Conservation District's application towards a grant to allow their District Manager full time hours. Pope moved and Blanzly supported. Motion carried.
5. B. Letter of resignation from Pat Peterson: Blanzly moved and Gendron supported. Motion carried.
6. C. Board meeting dates. Motion to move DCD's Board meeting dates to the third Thursday of the month at 5pm. Blanzly moved and Gendron supported. Motion carried.

REPORTS

1. **Personnel Committee Report:** Bill Rice and Kirsten Gendron were appointed to the Personnel Committee. There was discussion over Nelson's Personnel Review proceeded and the processes for everyone to move forward. There was discussion over Compensation time. Peterson described how staff maintains and keeps track of time. Nelson will make a letter for all staff to sign about compensation time to be presented at the next board meeting.
2. **Fundraiser Committee:** L. Peterson gave a verbal update on the Fundraiser Committee. L. Peterson does not have time to set up meetings. Nelson agreed to take over the Committee and will set up a meeting soon.
3. **AD Hoc Millage Committee Report:** Rice has all the contact information for the Township Board Meetings. He hopes to have that information out soon to everyone.
4. **Finance Report:**

- a. Finance Committee: Finance Committee has thoroughly reviewed all financials from the previous month.
 - b. *Treasurer's Report*: The YRD Profit and loss by Class, Summary Balance Sheet, and Reconciliation Summary for January were presented. The reconciled checking balance was \$71,971.91 from 01/31/19 and the reconciled Savings balance was \$13,635.91 from 01/31/19 and the reconciled PayPal balance was \$6,741.38 from 01/31/19. The average pay roll for the past month was \$3,996.72. Motion to put financials on record Blanzly moved and Gendron supported. Motion carried.
 - c. *Bills* of totaling \$7,850.32 were submitted for approval at this meeting, as well as a report on all payrolls, taxes, and other bills paid since the last meeting. Expenses in past month included (some paid prior to meeting): Visa bills for Nelson \$801.19, savings deposit \$250, along with other grant expenses. After reviewing the bills and payments. Gendron moved and Pope supported approval of the bills as presented. Motion carried.
 - d. Credit Cards: Motion to allow Lawrence to have a Credit Card with a limit of \$2,000. Gendron moved and Blanzly supported. Motion carried.
5. **Administrative & Grants Update:**
- a. *Grants update*: Nelson gave a verbal grant and handed out grant's spreadsheet. Nelson was able to submit quarterly reports for all Federal grants. MEF Strike Team II is on track for being completed by the end of February.
 - b. *Sales*: We have received 136 Tree orders in so far. Nelson has received many phone calls for order forms to be mailed to new customers.
 - c. *Pesticide Applicator Business*: N/A
6. **Partner Reports:**
- a. *FAP*: Lawrence started on February 18. Racheal Guth and Matt Watkeys came from Marquette start training on the different programs Lawrence will be handling.
 - b. *NRCS*: Berndt gave verbal report. NRCS and American Bird Conservancy has received a grant to help Berndt with his programs. Interviews should be set up soon.
 - c. *WRISC*: Peterson and staff have been working on starting Summer prep. The Summer staff job posting was published and will be open until March 8th. WRISC and E&E have applied for a grant to do treat invasive species and restoration on the Menominee Islands between Marinette County and Menominee County.
 - d. *MDARD*: See attached.
7. **Meeting Reports:**
- a. *County Board meeting*: N/A
 - b. *GLTPA*: Nelson attended a meeting in Escanaba, MI on January 24, 2019 to discuss different issues that have been raised.
 - c. *Dickinson County Solid Waste Management Authority Meeting*: Nelson and Rice attended. The market for recycling card board has increased.

RESOURCE ISSUES/DIRECTOR'S PRIVILEGE:

Adjournment: The meeting was adjourned at 7:20 pm. The next regular meeting date of the Dickinson CD Board will be held March 21, 2019 at 4:30pm at the USDA Service Center. Moved by Blanzly, supported by Gendron to adjourn the Board Meeting. Motion carried.

Respectfully submitted,



Amanda Nelson, District Manager